

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement number: 16/002)

The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of **Senior Security Guard** in the Colombo Local Guard Force Office.

OPEN TO: **Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies**

POSITION: Senior Security Guard- Colombo (Male/Female), FSN-4; FP-AA*

OPENING DATE: January 21, 2016

CLOSING DATE: February 05, 2016

WORK HOURS: Full-time 60 hours/week

SALARY: Ordinarily Resident (OR): FSN-4: Rs. 761,833 p.a.

Not-Ordinarily Resident: FP-CC*: US\$ 25,011 p.a.

*Final grade/step for NORs will be determined by Washington

BASIC FUNCTION OF POSITION

The incumbent will perform guard services to safeguard US Government property and personnel; patrol the area to deter terrorist activities, sabotage, or theft; and identify potentially harmful situations. Monitors and reacts to all emergency alarm activations at US facilities/residences and directs mobile patrols to assist U.S. staff in cases of burglary/ intruders/ fire/ damages/ assault/ medical attention. Coordinate with police, fire brigades, and ambulance services when the necessity arises and under the appropriate circumstances. Control all vehicular and pedestrian access onto U.S. Embassy and other facilities per WebPass approvals granted by RSO or verbal approvals by RSO. Reads, comprehends, and disseminates all information and directions received to all Security guards working during the shift.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html>), and is posted on the Human Resources Bulletin Board. Contact colombohr@state.gov for further assistance.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of G.C. E. Ordinary Level is required **(Candidate must attach relevant educational/professional certificates)**.
2. Minimum two years of Military, Police or Private Security Service experience is required. **(Candidate must attach relevant service/work experience certificates)**.
3. Level III (Good Working knowledge) speaking /reading/writing English and either Sinhala and/or/Tamil is required (This will be tested).
4. Must possess good understanding and application of written guard orders, post orders, RSO directives, memorandums and direct verbal instructions.
5. Must possess good public communication and customer services skills.
6. Must possess basic computer skills in Microsoft Office applications (Applicants will be tested).

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: February 5, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.